

PENNSYLVANIA STATE BOARD OF HOUSING

532-B SOUTH OFFICE BUILDING

HARRISBURG, PENNSYLVANIA

Bureau of Public Administration
Box 1667 University Station
Charlottesville, Virginia

February 8, 1939

File SBH 1-2026

(Corrected - August 22, 1939)

TO: Chairman)
Executive Director (Local Housing Authorities of Pennsylvania
Counsel)

FROM: PENNSYLVANIA STATE BOARD OF HOUSING

BULLETIN NO. 3

SUBJECT:

GENERAL PROCEDURE FOR LOCAL HOUSING AUTHORITIES

1 The State Board of Housing by Act No. 359 Pa. 1937 is
2 empowered to require the filing of information and reports by
3 Local Housing Authorities.

4 Section 24, Act No. 265, Pa. 1937 provides as follows:-

5 "Reports:- In addition to any other material which an
6 Authority must file with the State Board of Housing according
7 to the provisions of the Act, it shall file with said Board -

8 (a) A copy of any Rules, Regulations or Resolutions,
9 and Amendments thereto, adopted by it from time to time.

10 (b) At least once each year, a report of its activities
11 for the preceding year, and such other reports as said Board
12 may require.

13 (c) Copies of the plans, lay-outs, estimated costs,
14 and proposed method of financing of proposed housing projects
15 as well as of any changes as may be made in project."

16 In Bulletin No. 1, Bulletin No. 1 - Supplement No. 1
17 and Bulletin No. 2 the Accounting Procedure for Authorities
18 was given. Bulletin No. 3 treats with other material required
19 and is divided into six parts, as follows:

1 I. Organization.

2 II. Rules, Regulations or Resolutions, and Amendments thereto.

3 III. General Report.

4 IV. Plans, Lay-outs, Estimated Costs, and Proposed Method
5 of Financing.

6 V. Contracts.

7 VI. Rental Charges.

8 I. ORGANIZATION.

9 (It is assumed that Authorities have filed the necessary
10 certified resolutions with the State Board of Housing and the
11 Secretary of the Commonwealth, and that such Certificates have
12 been duly acknowledged and that the Authority has been appointed
13 and is ready for organization procedure).

14 Each Local Housing Authority upon completion of its appoint-
15 ments by its proper appointive agency as specified by law shall
16 hold an organization meeting, and at said meeting shall elect from
17 among its appointed members, officers for the Local Housing Author-
18 ity. A copy of the minutes of the organization meeting accompanied
19 by the names, addresses, and titles of its members shall be sub-
20 mitted immediately to the State Board of Housing.

21 The name of the Executive Employee of a Local Housing
22 Authority, with a desired mailing address, shall be submitted to
23 the Board immediately upon his or her employment by the Local
24 Housing Authority.

25 The State Board of Housing shall be notified immediately
26 of any resignation, death, or dismissal of any member of a Local
27 Housing Authority. The name of any appointee made for the un-
28 expired term of a member shall be submitted to the Board.

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1 II. RULES, REGULATIONS AND AMENDMENTS THERETO.

2 Local Housing Authorities shall submit to the State Board
3 of Housing copies of all Rules, Regulations or Resolutions, and
4 amendments thereto, adopted by them from the date of its organi-
5 zation to December 31, 1938. These copies are to be filed with
6 the Board not later than March 15, 1939.

7 Thereafter copies of all Rules, Regulations or Resolutions,
8 and Amendments thereto as adopted by a Local Housing Authority shall
9 be filed with the State Board of Housing not later than April 15,
10 July 15, October 15, and January 15 of each year for the preceding
11 three months' period ending March 31, June 30, September 30, and
12 December 31.

13 Copies of ALL resolutions as adopted by a Local Housing
14 Authority must be filed with the Board. This includes resolutions
15 adopted as whole or part of a stated or special meeting of a local
16 Housing Authority.

17 Copies of Amendments to Resolutions shall be filed for the
18 three months' period in which they are adopted.

19 III. GENERAL REPORT

20 Each Local Housing Authority shall submit an annual General
21 Report of its organization and activities for each year, ending June
22 30. This report shall be on a form prescribed by the State Board of
23 Housing and shall be filed not later than the 15th of July, following
24 the date of report. (Copy of prescribed form attached and marked
25 Exhibit "A").

1 Any Local Housing Authority receiving financial assistance
2 from the United States Housing Authority of the Department
3 of Interior shall file a copy of its annual report to the United
4 States Housing Authority with the State Board of Housing. The
5 copy of this report shall be filed at the time that the Annual
6 Report is submitted to the United States Housing Authority.

7 IV. PLANS, LAY-OUTS, ESTIMATED COSTS AND PROPOSED METHOD OF FINANCING.

8 (This section to apply to Local Housing Authorities receiving
9 financial assistance from the United States Housing Authority).

10 Copies of all plans, lay-outs, and proposed work of any pro-
11 ject shall be submitted to the State Board of Housing upon final
12 approval of such plans, lay-outs, and proposed work by the United
13 States Housing Authority.

14 A copy of Part IV of Application for Financial Assistance
15 from the United States Housing Authority shall be submitted to
16 the State Board and shall accompany plans of each project.

17 Plans of grading, street improvement, site improvement,
18 or utility lay-out must be filed with the State Board of Housing.

19 V. CONTRACTS

20 Each Local Housing Authority shall file with the State
21 Board of Housing a copy of its Tabulation of Bids received by it
22 for any work in connection with each and every project of the
23 Authority and shall be filed after contracts are received by the
24 Authorities at its public hearing. This Tabulation is to include
25 the bids on all alternates to proposed contracts as embodied in
26 specifications for any project of a Local Housing Authority.

1 The Local Housing Authority shall file with the State Board
2 of Housing the name of any and all persons, firms, partnerships, or
3 corporations executing contracts with and between it or them and the
4 Local Housing Authority for any work in connection with any project
5 of the Authority. This statement is to include the amount of money
6 involved in the contract or agreement.

7 The Local Housing Authority shall file with the State Board
8 of Housing, a copy of each Change Order to any contract that has
9 been awarded by it. This copy may be submitted as a duplicate of
10 the Change Order form as used by the Local Housing Authority and
11 shall be filed immediately upon execution.

12 VI. RENTAL CHARGES

13 Upon completion of a project and prior to its occupancy
14 each Local Housing Authority shall file with the State Board of
15 Housing a copy of its rental charges for each of its projects on
16 a form prescribed by the State Board of Housing. (Form attached
17 and marked Exhibit "B").

18 Thereafter the schedule of rental charges for each project
19 shall be submitted as a part of the General Annual Report of a
20 Local Housing Authority.

21 This Bulletin is subject to Supplement and Revision.

EXHIBIT "A"

G E N E R A L R E P O R T

LOCAL HOUSING AUTHORITY

1. Name of Authority _____

2. Date of Organization _____

3. Members:

1. _____ Chairman

2. _____ Secretary

3. _____ Treasurer

4. _____

5. _____

4. Authority Staff:

1. Director _____ Salary \$ _____

2. Secretary _____ Salary \$ _____

3. Technical Advisor _____ Salary \$ _____

4. Attorney _____ Salary \$ _____

5. List Employees of Authority:

1. _____ Salary \$ _____

2. _____ Salary \$ _____

3. _____ Salary \$ _____

4. _____ Salary \$ _____

5. _____ Salary \$ _____

5. Method of obtaining local financial assistance for operating expenses of Authority:

1. Source _____

2. Amount \$ _____

6. Amount USHA earmarking \$ _____
Amount USHA Loan Contract \$ _____

7. Survey Projects:

Amount	Sponsor	Agency
Housing Projects:		

Amount	Sponsor	Agency
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8. Program:

(a) Number Housing Projects under way _____
Number Units under way _____
Estimated Utility charge per room per month \$ _____
Estimated shelter rent per room per month \$ _____
(List separately for each project).

Architects

Engineers

Contractors

Total Cost of each Housing Project \$ _____

Total Cost of all Housing Projects \$ _____

(b) Number of Housing Projects Contemplated _____

Number of Units contemplated _____

9. Future Program:

10. Comments:

DATE _____, 19___. _____(Signed)

_____(TITLE)

EXHIBIT "B,"

SCHEDULE OF RENTAL CHARGES

1. Name of Authority	_____				
2. Name of Project	_____				
3. Size of units per room	_____	_____	_____	_____	_____
4. Number of units of each size	_____	_____	_____	_____	_____
5. Total number of rooms in all units of each size	_____	_____	_____	_____	_____
6. Rent Schedule:					
Total per year	_____	_____	_____	_____	_____
per room					
per month	_____	_____	_____	_____	_____
per unit					
per month	_____	_____	_____	_____	_____
7. Utility Charges					
(a) Water (per unit)	_____	_____	_____	_____	_____
(b) Light (per unit)	_____	_____	_____	_____	<u>TYPE</u>
(c) Heat (per unit)	_____	_____	_____	_____	_____
(d) Cooking Fuel (per unit)	_____	_____	_____	_____	_____
(e) Refrigeration (per unit)	_____	_____	_____	_____	_____
(f) Other Services: List below					
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

CHAPTER 10

10.1	10.2	10.3	10.4	10.5	10.6	10.7	10.8	10.9	10.10	10.11	10.12	10.13	10.14	10.15	10.16	10.17	10.18	10.19	10.20	10.21	10.22	10.23	10.24	10.25	10.26	10.27	10.28	10.29	10.30	10.31	10.32	10.33	10.34	10.35	10.36	10.37	10.38	10.39	10.40	10.41	10.42	10.43	10.44	10.45	10.46	10.47	10.48	10.49	10.50	10.51	10.52	10.53	10.54	10.55	10.56	10.57	10.58	10.59	10.60	10.61	10.62	10.63	10.64	10.65	10.66	10.67	10.68	10.69	10.70	10.71	10.72	10.73	10.74	10.75	10.76	10.77	10.78	10.79	10.80	10.81	10.82	10.83	10.84	10.85	10.86	10.87	10.88	10.89	10.90	10.91	10.92	10.93	10.94	10.95	10.96	10.97	10.98	10.99	10.100
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